

How to insert Hyperlinks in a PowerPoint

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What are Hyperlinks?

- *Hyperlinks help connect to slides ,website or external files within a PowerPoint presentation*
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- *They make presentation more interactive and improve user navigation.*

How to insert a Hyperlink?

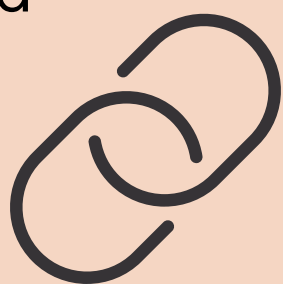
Step 1: Click on the text ,image or shape you want to turn into a hyperlink

Step 2: Press **Ctrl + k** or go to **Insert → Link** from the menu

Step 3: Select the link should lead

- **Another slide** in your presentation
- **A webpage** (enter the URL)
- **A file on your computer**

Step 4: Click **OK** and test the link in *presentation mode*



Inserting links



Hyperlinks in PowerPoint enhance navigation and engagement by allowing quick access to slides, web pages, and files. Mastering this feature helps you create more interactive and professional presentations. Start experimenting with hyperlinks today and take your PowerPoint skills to the next level

dd a hyperlink to a slide - Microsoft Support

When you have successfully added your link to the text ,it will turn blue ,showing that it's active

You can insert a link into an image to direct user to a website

In PowerPoint you can modify the hyperlink color using these methods:

Method 1: Change the color of a single hyperlinks

- 1.Highlight the hyperlink text
- 2.Navigate to the **Home** tab
3. In the font section ,click on the **text color** tool and pick your preferred color

Method 2:Adjust the color for all hyperlinks in the presentation

- 1.Open the **design** tab
- 2.Click **Variants** (found on the right side, beneath the theme options).
- 3.Choose **Colors** ,then select **Customise colors**.
- 4.Locate the **Hyperlink** setting and select a new shade
- 5.Modify the **Followed hyperlink** option if you want a different color for visited links
- 6.Press **Save** to confirm the changes

This method is especially useful if you're designing a professional or branded presentation and need the hyperlinks to match a specific color scheme.

